



SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES DIVISION
LEVY INSTRUCTIONS
PERSONAL PROPERTY LEVY



Gary Penrod, Sheriff

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> East and West Valley Region
157 W. 5 th Street, 3 rd Floor
San Bernardino, CA 92415
Bus No. (909) 387-5700
Fax No. (909) 387-5630 | <input type="checkbox"/> Rancho Court Services
8303 Haven Avenue, 3 rd Floor
Rancho Cucamonga, CA 91730
Bus. No. (909) 945-4440
Fax No. (909) 948-4577 | <input type="checkbox"/> Desert and Mountain Region
14455 Civic Drive
Victorville, CA 92392
Bus No. (760) 243-8756
Fax No. (760) 243-8936 | <input type="checkbox"/> Needles Court Services
1111 Bailey Avenue
Needles, CA 92363
Bus No. (760) 326-9225
Fax No. (760) 326-9239 |
|--|---|---|--|

- ☐ Personal Property Levy under a Writ of Execution-Levy and Sell (**Automobile, Boat, Trucks, etc.**)
☐ Personal Property Levy under a Writ of Possession
☐ Personal Property Levy under a Writ of Attachment
☐ Personal Property Levy under a Writ of Possession-Claim and Delivery

Plaintiff/Petitioner: _____

Defendant/Debtor: _____ Case No. _____

By the authority granted under the accompanying writ, you are hereby instructed to perform the following:

Serve and Levy on:

Name of the judgment debtor(s) whose property is subject to this levy: _____

Debtor's last known Address: _____

Preferred date and time for service: _____

Description of Personal Property

Vehicle:

Make: _____ Model: _____ Color: _____

VIN NO. _____ License No. _____ Year _____

Other Personal Property Description (include serial number, make, model, color and other identifying characteristics) _____

Does the Sheriff currently holding an existing writ? ☐ Yes ☐ No

If yes, please indicate below the type of levy performed on the existing writ: _____

ATTORNEY OR PLAINTIFF'S INFORMATION: (NO REFUNDS AFTER PROCESSING)

PRINT NAME

MAILING ADDRESS

SIGNATURE

CITY /STATE/ZIP

DATE

DAYTIME /CELL PHONE NUMBER (SEE REVERSE SIDE FOR INFORMATION)

IMPORTANT INFORMATION:

Property Description

Sheriff's Court Services requires specific description of the property to be levied upon which describes the property adequately for the sheriff to identify the property under levy. The Sheriff cannot seize property kept in a private place or in the possession of the defendant without a court order authorizing the seizure. ***Request for services to multiple addresses requires separate fees for each additional address.***

Method of Levy

Personal Property under a Writ of Execution

The method of enforcing Personal Property Levy under a Writ of Execution is seizing the personal property from the judgment debtor and sells the property at a Sheriff's auction with the proceeds of the sale delivered to the judgment creditor to satisfy a money judgment.

Personal Property under a Writ of Possession

The method of enforcing Personal Property Levy under a Writ of Possession is removing the personal property from the judgment debtor's or third party's possession to take custody of the levied property and deliver the same to the judgment creditor in satisfaction of the judgment.

Personal Property Levy under a Writ of Attachment

The method of enforcing a Personal Property Levy under a Writ of Attachment is accomplished by filing a notice of lien with the Secretary of State if the attached property is equipment. If the property under levy is a motor vehicle or a vessel, the method of enforcement is filing an attachment lien notice to the Department of Motor Vehicles. The main purpose of attachment is to create a judicial lien on the debtor's attached property.

Personal Property Levy under a Writ of Possession (Claim and Delivery)

The method of enforcing a Personal Property Levy under the Writ of Possession (Claim and Delivery) is for the levying officer to search and take custody of the specified property from the defendant's possession or his agent, either by removing the property to a place of safekeeping or by installing a keeper (CCP514-010[a]). After taking possession of the property, the Sheriff will deliver the property to the plaintiff if the defendant does not file an undertaking for redelivery within 10 days after levy of the writ of possession.

Service Hours

Generally, our service hours are from 6:00 am to 4:00 pm and our office hours are from 8:00 am to 4:30 pm Monday through Friday, excluding legal holidays.

Requirements

- A. Original Writ of Execution (Money Judgment-Form EJ-130) plus three copies.
- B. Letter of Instructions (Signed and Dated). ***The letter of instructions can be in the form of a letter but it is highly recommended that the Sheriff's Instructions form be used in all levy requests.***
- C. Fees: 30.00 plus any additional deposit required to perform the levy.

FOR OFFICE USE ONLY

Reviewed By: _____ Date: _____